

TrainGreenSF Employer Services for GoSolarSF Contractors

TrainGreenSF is the Office of Economic and Workforce Development's new "green collar job" training academy. Under the new GoSolarSF program, TrainGreenSF will be the single point of contact for the GoSolarSF hiring and reporting. TrainGreenSF provides green jobs training opportunities for San Francisco job seekers of all experience and skill levels. Currently TrainGreenSF is offering vocational training in recycling, green transportation, administrative/office skills and energy efficiency. TrainGreenSF also helps individuals find jobs directly without receiving vocational training.

The TrainGreenSF academy offers accepted participants:

- In-depth skill assessment
- Job readiness training
- Career advising
- Vocational training
- Job placement support
- Retention services

What can TrainGreenSF do for GoSolarSF Contractors?

Fulfill Hiring Needs

TrainGreenSF will screen and train job-ready individuals to help fulfill your hiring needs. When you contact us to fulfill your hiring needs, TrainGreenSF will provide you with the resumes of the best candidates that meet your job requirements. Our business relations specialists will help coordinate interviews between you and the candidate.

TrainGreenSF can provide job ready candidates for:

- Administrative/Office Positions- Graduates of the City College of San Francisco green administrative/office skills training are trained for solar administrative positions. Participants receive basic Microsoft Office software training, customer service training and business communication training, contextualized within green industries.
- Installer Positions- TrainGreenSF will work with GoSolarSF certified community based organizations to find job ready individuals to your fill solar laborer positions.
- Other Positions- TrainGreenSF works with all of the One Stop Career Link Centers to fill job leads. Let us know if you have other positions you need filled and we will do our best to find you candidates.

On-the-Job Training Subsidy

TrainGreenSF is able to offer on-the-job training (OJT) subsidies for many of the positions you need to hire. OJT subsidies are paid to employers to cover some of the training expenses for the first three months after hiring the new employee. The OJT funding is through the Workforce Investment Act (WIA) so new employees must be WIA certified and enrolled through TrainGreenSF prior to the hiring.

How do you work with TrainGreenSF?

When you are ready to hire, together, we will follow these steps to get your job filled:

- 1) Contractor completes **GoSolar Participation form** and **Workforce Projection form**. Submit these forms to TrainGreenSF. OEWD will review these forms and grant the contractor ***Provisional Certification***.
- 2) Contractor contacts TrainGreenSF to discuss job opportunities and hiring requirements and the potential for using an OJT subsidy.
- 3) Contractor submits a job description to TrainGreenSF.
- 4) TrainGreenSF sends resumes of qualified candidates to the contractor and assists with scheduling interviews.
- 5) If job offer made, TrainGreenSF assists contractor with completion of OJT paperwork.
- 6) When participant is hired, contractor is granted ***Full Certification***.
- 7) If OJT used, TrainGreenSF staff monitors employee's progress during the OJT. This includes a meeting mid-way through the OJT time and the completion of an assessment questionnaire.
- 8) Contractor submits **Monthly Report** to TrainGreenSF.

TrainGreenSF Contact Information:

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Submission of Monthly Forms:

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